

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Account Clerk I Account Clerk II	Job Family: 5 5
General Classification: Front-Line	Job Grade: 7 11

Definition: To perform a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions, including accounts payable, accounts receivable, utility billing, business license, cash receipting and payroll.

Distinguishing Characteristics:

Account Clerk I—This is the entry-level class in the Account Clerk series. Positions at this level perform a variety of the less difficult duties and with experience perform a wider variety of more difficult tasks requiring greater skill and having greater responsibilities. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Account Clerk II level. Since this class is typically used as a training class, employees may have only limited or nondirectly related work experience. Employees work under immediate supervision while learning job tasks.

Receives immediate supervision from the Accounting Officer, Revenue Manager, Accounting Technician or other supervisory staff.

Account Clerk II—This is the full journey-level class of the series. Positions at this level perform a variety of more difficult and responsible duties on behalf of the department operation. This class is distinguished from the Account Clerk I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Account Clerk I level.

Receives general supervision from the Accounting Officer, Revenue Manager or higher-level accounting clerical and professional personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist other accounting personnel in performing a variety of clerical accounting duties in the preparation, maintenance and processing of accounting records and

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financial transactions, including accounts payable, accounts receivable, utilities revenue and payroll functions.

2. Maintain the necessary accounting records to support processed transactions related to area of assignment.
3. Reconcile records of area of assignment; verify accounting entries to ensure accuracy.
4. Process, code, enter and verify numerical or financial data related to area of assignment.
5. Assist in the preparation of routine technical reports and documentation related to area of assignment; compile and prepare routine reports.
6. Collect and compile statistical and financial data for special reports.
7. Respond to inquiries from internal and external individuals related to area of assignment.
8. Compare and audit information received from internal and/or external individuals for compliance with City policies and procedures.
9. Perform related duties as assigned.

Minimum Qualifications:

Account Clerk I

Knowledge of: Basic bookkeeping procedures; basic mathematics; English spelling, usage, grammar and punctuation; modern office practices, procedures and computer equipment, which includes a 10-key calculator.

Ability to: Learn financial record-keeping principles and practices; learn basic governmental and fund accounting practices as is pertinent to assigned position; learn basic accounting principles; learn to use a computer-based accounting system and relevant software; collect, compile and verify accounting data; maintain neat and accurate files and records; make arithmetical calculations, postings and comparisons rapidly and accurately; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

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Account Clerk II

In addition to the minimum qualifications for Account Clerk I:

Knowledge of: Principles and practices of business functions and financial record-keeping; basic governmental fund accounting principles as is pertinent to assigned position; modern office procedures and equipment, including computer-based accounting systems.

Ability to: Understand and interpret principles, laws and procedures involved in fiscal record keeping and accounting functions including City policies, contracts, ordinances and resolutions; plan and organize work to meet deadlines on a timely basis; perform job tasks with minimal supervision; operate a computer terminal for data entry, inquiry and report generation.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Account Clerk I

Recommended: One year of responsible clerical, accounting clerical or administrative/business experience. Equivalent to the completion of the 12th grade.

Account Clerk II

Recommended: One year of experience comparable to that of an Account Clerk I in the City of Mountain View. Equivalent to the completion of the 12th grade with additional education in the area of governmental accounting highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Established January 1994
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CLASS SPECS
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